

14 FEB 1977
ODP 219-77

MEMORANDUM FOR: Director of Communications

FROM : Clifford D. May, Jr.
Director of Data Processing

SUBJECT : Charter for ODP/OC Planning Group

REFERENCES : a. Memo to D/OC fm D/ODP, dtd 10 November 1976,
Subject: OC/ODP Coordination
b. Memo fm D/OC, dtd 2 December 1976, Subject:
OC/ODP Coordination (OCM 76-754)

1. The purpose of this memorandum is to establish a joint ODP/OC Planning Group. This memorandum, properly signed, will serve as the charter for the planning group and will give them their initial direction.

2. The objectives of the planning group are:

- a. to ensure that any problems requiring the joint action or coordination of the Office of Data Processing and the Office of Communications are identified and solved,
- b. to provide a formal channel for the exchange of planning information, and
- c. to produce coordinated plans, both long and short term, for data communications and other areas requiring joint action.

3. The responsibilities of the joint planning group are as follows:

- a. form, task and guide joint working groups to produce coordinated plans in all areas of joint concern and responsibility,
- b. identify problems in operations, plans, procedures or standards and form, task, and guide joint working groups to resolve such problems,

- c. make prompt recommendations to line managers and the respective Office Directors for problem resolution, and
 - d. ensure that required planning information is coordinated and distributed to the appropriate components.
4. The joint planning group will be organized as follows:
- a. co-chairman, one from each Office, reporting to their respective Office Directors,
 - b. no more than three designated members from each Office,
 - c. other such ad hoc representatives as may be necessary as a part of joint working groups or task groups formed at the discretion of the planning group.
5. The joint planning group will meet at the request of one of the co-chairmen but no less than bi-monthly. Meetings may be called at any time for any duration deemed necessary to complete specific tasks.
6. Documentation required of the joint planning group will be an agenda for each meeting, minutes of each meeting, and such formal papers, staff studies, procedures, or standards produced and issued by the line organizations as may be required.

7. The joint planning group is constituted as follows:

STATINTL

Co-chairmen: 

The additional members will be designated later.


Clifford B. May, Jr.

STATINTL

CONCUR:

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Director of Communications

16 Feb. 77
Date

Distribution:

Orig (to be returned to O/D/ODP)

2 - D/OC

1 - each member

1 - ODP Registry

2 - O/D/ODP

1 - *ODP/OC Planning Group to be*

O/D/ODP **STATINTL**  mlc/8February1977